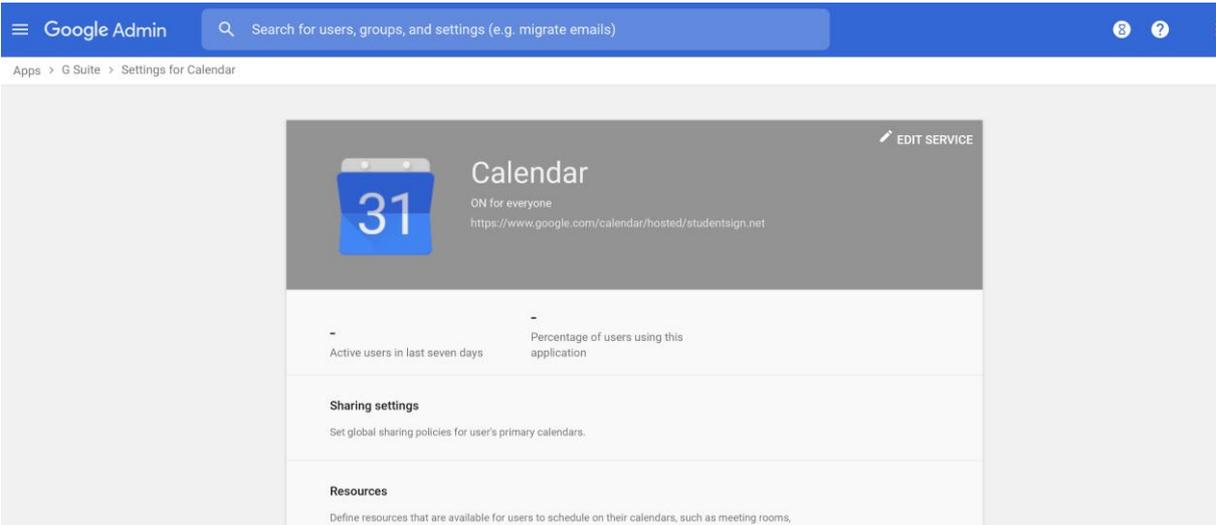# Manual to set Google Calendar Update options in G Suite
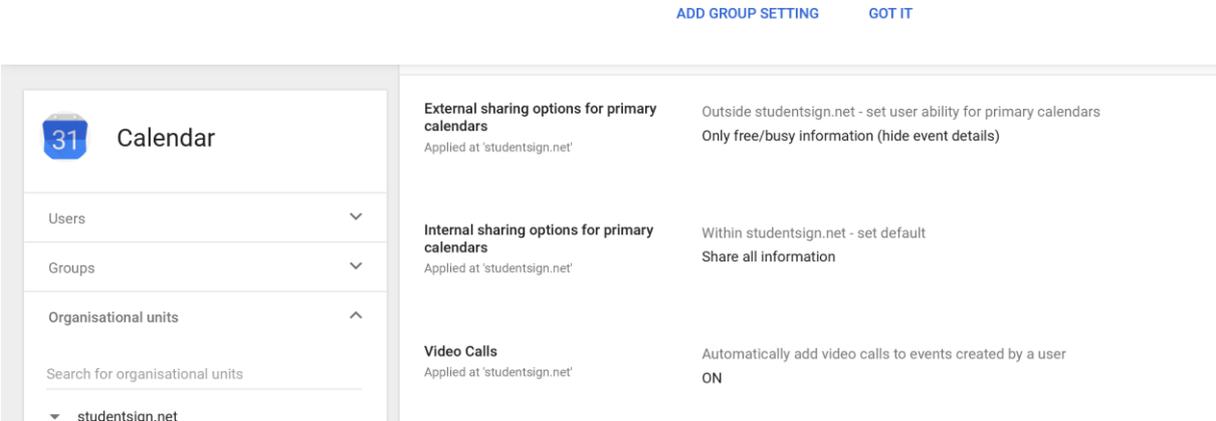
Login in a web browser (i.e. Google Chrome) as a G Suite Administrator for your organisation.

On https://admin.google.com go to apps -> Calendar

Click on 'Sharing Settings':

Click on 'External sharing options for primary calendars:

Click on 'External sharing options for primary calendars and select 'Share all information and outsiders change calendars'. Click on 'Save'. After clicking on 'Save' you can click on 'Cancel' to return to the previous page.

Note: this does not make calendars available for outsiders immediately. It only **allows** you to make calendars available for outsiders on a calendar, but you will have to update each calendar with information about who is allowed to update your calendar.
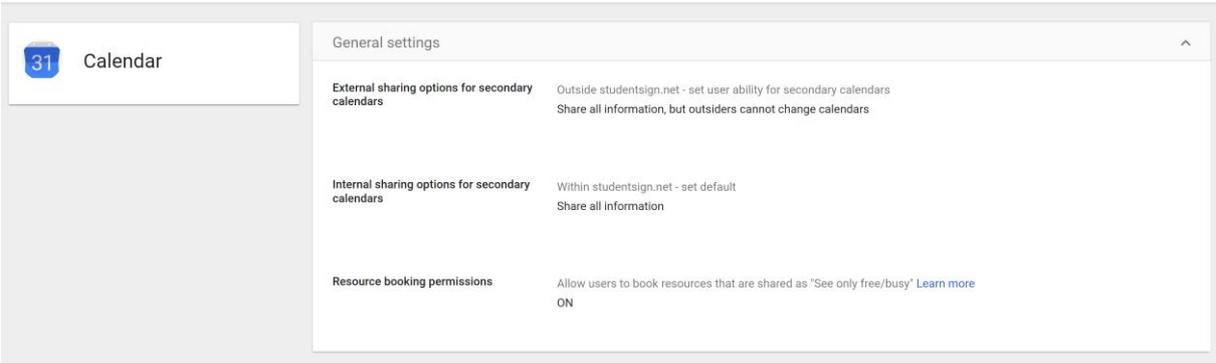
(Optional) To set external calendar sharing options for secondary calendars users create, go to G Suite > Calendar > General Settings

You'll see the same options as for primary calendars. You just can't set them for individual organizational units.
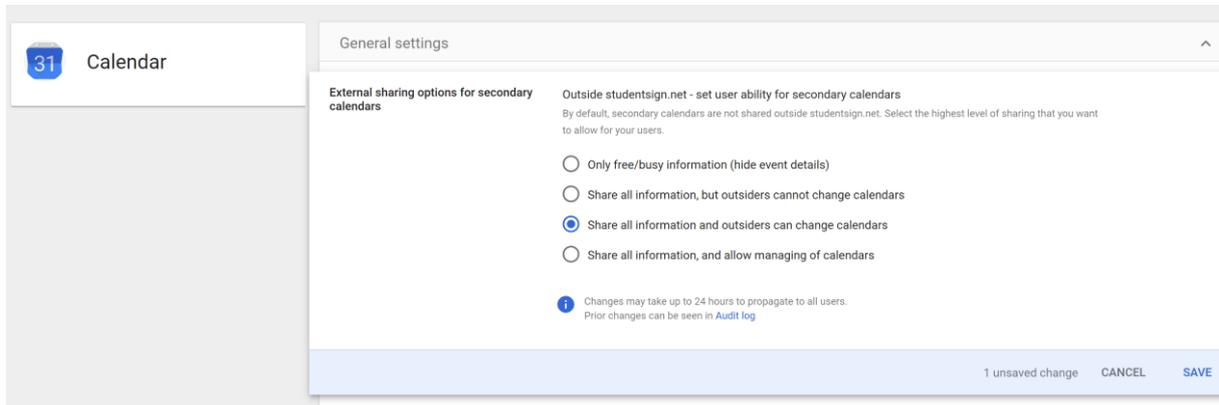
Click on 'General settings':
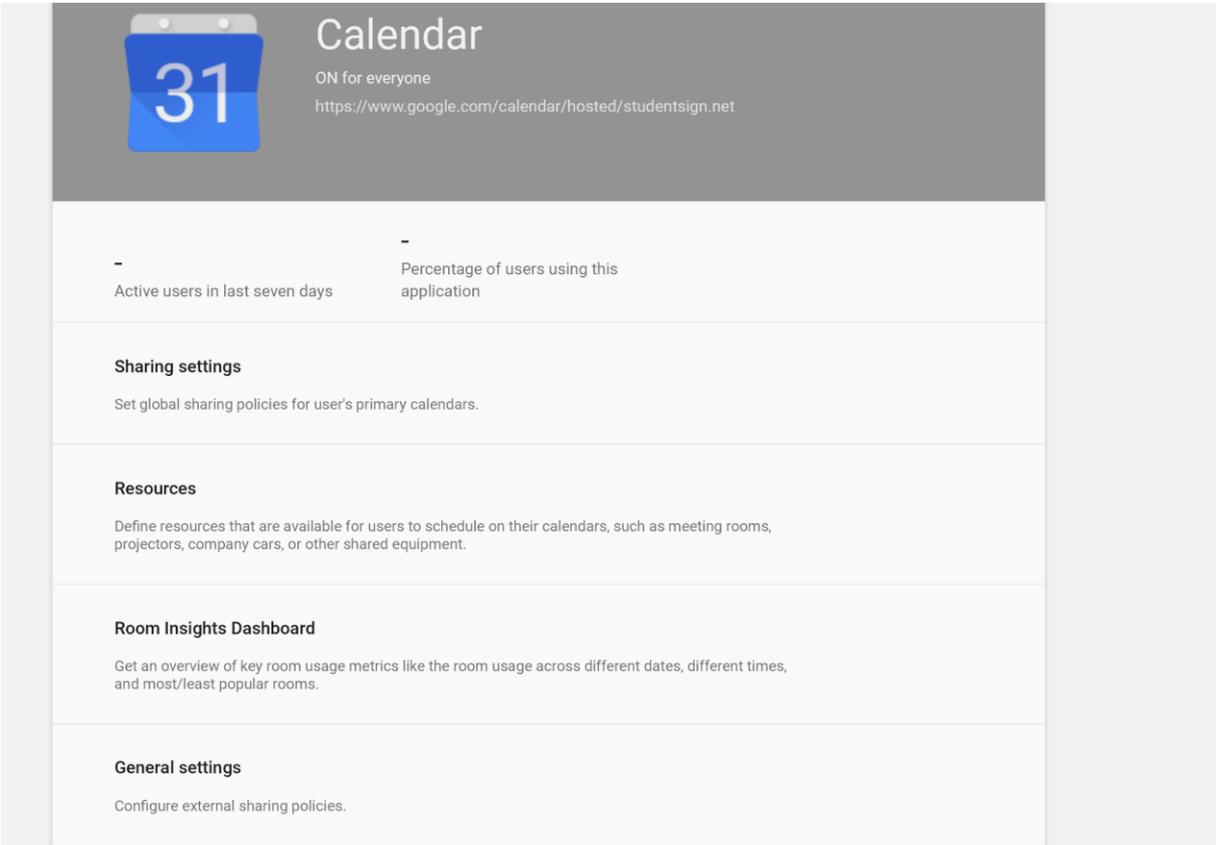
Click on 'External Sharing for secondary calendars:

Select 'Share all information and outsiders change calendars'. Click on 'Save'. After clicking on 'Save' you can click on 'Cancel' to return to the previous page.

Note: this does not make calendars available for outsiders immediately. It only **allows** you to make calendars available for outsiders on a calendar, but you will have to update each calendar with information about who is allowed to update your calendar.

You are done.